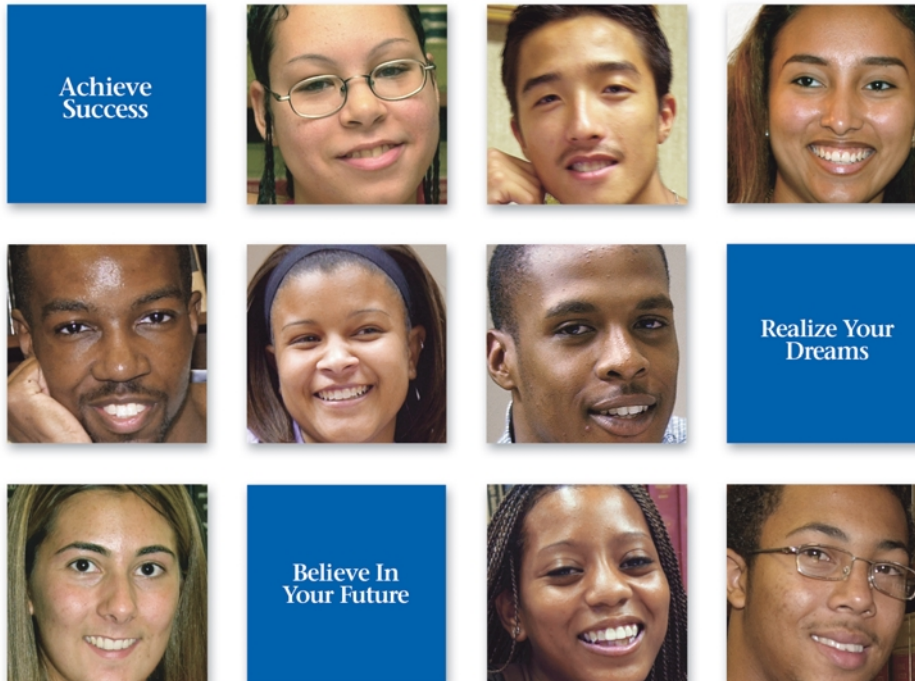


# 2003

FOR FIRST TIME APPLICANTS IN 2003-2004 • COLLEGE ENROLLMENT BETWEEN JULY 1, 2003 & JUNE 30, 2004

## District of Columbia Tuition Assistance Grant Program Application



*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code Section 2-1401et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.*

**Information on the Privacy Act and use of your Social Security Number**

*We use the information that you provide on this form to determine if you are eligible to receive the DC Tuition Assistance Grant. Disclosure of your social security number is voluntary. The number is being requested pursuant to sections 3(f)(2) and 5(e)(2) of the District of Columbia College Access Act, approved November 12, 1999, Pub. L. 106-99. It is used for identification purposes and verification of information relative to determining the applicant's eligibility for this grant.*

*Therefore, we may disclose the information that you provide on this form to your parent(s), spouse, or legal guardian, educational institutions, colleges, universities, federal and state agencies, and other agencies under computer matching programs that have been authorized to assist us in administering this program.*

**District of Columbia Certification**

*By submitting this application, you are giving the DC Tuition Assistance Grant Program permission to verify any statement or information provided on and with this form. Whoever makes or presents to any officer or employee of the District of Columbia government, or to any department or agency thereof, any claim upon or against the District of Columbia, or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than one year and assessed a fine of not more than \$100,000 for each violation.*

Dear First-Time Applicant:

I am excited about the continued success of the DC Tuition Assistance Grant program. For more than three years, the program has helped make the dream of attending college a reality for eligible DC residents.



One of my most important goals as Mayor is to provide first-class educational opportunities for all residents. This is why I am very pleased the program has been expanded to include students who attend private historically Black colleges and universities (HBCUs). Now more District residents than ever are eligible for this grant. We have also lifted the requirement that students must attend college within three years of high school graduation. And, if you attended an eligible college in the spring 2002 semester and graduated from high school before 1998, you may also qualify for the program.

I urge all residents to enroll in school. DC TAG can open the doors to the public college or university of your choice—nationwide—at low in-state tuition rates. You cannot afford to let this opportunity pass you by. But, you have to apply to receive the grant.

DC TAG offers a grant—not a loan. To qualify, you must meet certain domicile requirements. A full list of requirements for the program can be found on pages B and C of this application booklet.

Please fill out the application and send it in as soon as possible so that my staff can begin the process of determining your eligibility for a DC Tuition Assistance Grant.

If you have any questions about the DC Tuition Assistance Grant program, visit the website at [www.tuitiongrant.dc.gov](http://www.tuitiongrant.dc.gov)

You can also call our counselors at **(202) 727-2824** or **1 (877) 485-6751** toll free. Applicants with hearing impairments can call our TTY line at **(202) 727-1675**.

The DC Tuition Assistance Grant program can help you pay for college. Take advantage of it!

Sincerely,

A handwritten signature in red ink that reads "Anthony A. Williams". The signature is written in a cursive, flowing style.

Anthony A. Williams  
Mayor

# Glossary

## Glossary of Key Terms

The following definitions will assist you during the application process. Glossary terms are bold and gold throughout this publication.

**DEFAULT:** Failure to repay a federal educational loan according to the terms included in the promissory note or to return a refund on grants previously received under Title IV.

**DEPENDENT STUDENT:** An applicant whose parent or legal guardian has not surrendered the right to the applicant's care, custody, and earnings. It can also mean an applicant who is financially dependent on a spouse or other person.

**D40:** A DC tax return filed by District residents. A Schedule S accompanies the D40 when the filer has dependents.

**DC TAG:** The District of Columbia Tuition Assistance Grant program.

**DOMICILE:** The current fixed place of residence to which the applicant returns following temporary absences, and the place in which the applicant intends to reside indefinitely.

**ELIGIBLE INSTITUTION:** Any public college or university in the nation (except the University of the District of Columbia) where DC residents can receive low, in-state tuition rates. Private colleges in the DC metropolitan area and all private Historically Black Colleges and Universities (HBCU) are also eligible institutions.

**HALF-TIME:** Most institutions measure half-time enrollment by hours per term. For many colleges, this means half-time is approximately six credit hours. Contact your college or university to confirm specific half-time enrollment qualifications.

**HBCU:** Historically Black College or University.

**INCARCERATED:** The applicant is serving a criminal sentence in a federal or state penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. An applicant is not considered incarcerated if the applicant is in a halfway house, on home detention, or sentenced to serve only weekends.

**INDEPENDENT STUDENT:** An 18-year-old (or older) whose parent or legal guardian has surrendered the right to the applicant's care, custody, and earnings. In addition, the parent or legal guardian does not claim the applicant as a dependent on federal or state income tax returns, and no longer provides substantial financial support.

**LEGAL GUARDIAN:** A person appointed by court order who is charged with the care, custody, and responsibility of a 17-year-old or younger.

**PARENT:** The applicant's natural/adoptive mother or father.

**PROPRIETARY HIGHER EDUCATION INSTITUTION:** A private, for-profit educational institution located in a state.

**REGULAR STUDENT:** An individual who is enrolled in an institution to obtain a degree or certificate and is eligible to receive federal student aid. DC Tuition Assistance Grant applicants must maintain satisfactory academic progress toward a degree or certificate. Check with the individual school to find out about its standards.

**SATISFACTORY ACADEMIC PROGRESS:** An applicant who has begun an undergraduate course of study at an eligible institution and has an academic standing that meets the institution's requirements.

**SCHEDULE S:** Filed with the D40, the Schedule S lists the filer's dependents.

**SUBSTANTIAL FINANCIAL SUPPORT:** Greater than half of the applicant's total financial support.

# Information

Words in bold are defined in the glossary on page “A.”

## What is the DC Tuition Assistance Grant (DC TAG)?

The DC Tuition Assistance Grant (DC TAG) is a grant that allows students to attend any public institution in the nation as if they are a resident of the school's state. Students pay the low in-state tuition and the grant pays the difference between in-state and out-of-state tuition up to \$10,000 a year. With a maximum of 5 award years that can amount to a lifetime of \$50,000, this grant makes affordable college tuition a reality.

Students who attend private post-secondary institutions in the metropolitan area and any **historically Black college or university (HBCU)** in the nation are also eligible to receive a grant for \$2,500 a year for a maximum of 5 award years. That can amount to \$12,500 a lifetime.

## Which Institutions Are Eligible for the Award?

Visit the DC TAG website at [www.tuitiongrant.dc.gov](http://www.tuitiongrant.dc.gov) for a complete listing of eligible colleges and universities.

### Public Institutions

You may use the DC Tuition Assistance Grant to attend any one of the more than 2,500 public colleges and universities in the nation. This grant pays the difference between in-state and out-of-state tuition, allowing the student to pay the in-state tuition. **Students who attend the University of the District of Columbia (UDC) are not eligible to receive the DC TAG because District residents already pay the in-state tuition.**

The award is paid directly to the institution and is equal to the difference between the in-state and the out-of-state tuition (up to \$10,000 per year). There is a lifetime maximum of \$50,000. Students enrolled less than **half-time** are not eligible for the grants.

### Private Institutions

You may use DC TAG to attend private nonprofit colleges and universities in the Washington metropolitan area, including the District of Columbia; the cities of Alexandria, Falls Church, and Fairfax; and the counties of Arlington, Fairfax, Montgomery, and Prince George's. You may also use it to attend any private **HBCU** nationwide. Students who attend **proprietary institutions** of higher education are not eligible for the DC TAG.

Applicants receive awards of up to \$2,500 per year to attend any of the eligible private nonprofit colleges or

universities. The lifetime maximum award is \$12,500. DC TAG grants are prorated for students enrolled on a less than full-time basis. Students enrolled less than half-time are not eligible for funding.

**Private institutions outside the Washington metropolitan area, excluding HBCUs, are not eligible.**

## Which Academic Year Does the Award Cover?

You should complete this form if you expect to enroll in a college or university between July 1, 2003, and June 30, 2004. You may use DC TAG for summer school as long as you do not exceed the maximum amount that you can receive in an award year. You must, however, attend the same institution as the fall and spring terms.

**Students who received a DC TAG award letter last year will receive a personalized renewal application by mail and should NOT fill out this application. Students who have not received a renewal application by March 28, 2003, should contact the DC TAG office at (202) 727-2824.**

## How Can I Determine if I'm Eligible for DC TAG?

Carefully read the following requirements and check those statements that apply to you.

### 1) Domicile Requirements

For **dependent students**, the domicile status is determined by the parent, legal guardian, or spouse. **Independent students** determine their own domicile status. Students must be **domiciled** in the District of Columbia throughout the qualifying years of the DC TAG award.

- ☐ I graduated from high school or received a GED before January 1, 1998, and was enrolled in an **eligible institution** during the spring 2002 semester. I can provide domicile documentation for five consecutive years prior to my application for DC TAG.
- ☐ I graduated from high school or received a GED on or after January 1, 1998. I can provide domicile documentation for 12 months prior to my freshman year to the current date.
- ☐ I have never graduated from high school or received a GED but have been accepted to a postsecondary institution. I can provide domicile documentation for 12 months prior to my freshman year to the current date.
- ☐ I graduated from high school before January 1, 1998, and was not enrolled in an eligible institution during the spring 2002 term. Therefore, I am NOT eligible to receive DC TAG.
- ☐ I am a ward of the DC court therefore I am eligible for DC TAG. I understand that I must provide proof of my ward status.

## 2) Enrollment Requirements

- ☐ I attend an **eligible institution** at least **half-time**.
- ☐ I plan to attend more than one college or university, therefore I may **NOT** qualify for DC TAG. I can call the DC TAG office at (202) 727-2824 for assistance.
- ☐ I plan to participate in a "study abroad" program that is approved by the institution at which I am enrolled and I am charged an out of state tuition and fee rate.
- ☐ I plan to attend summer school and have not exceeded the maximum grant amount that I can receive in this award year. I understand an award year runs July 1 through June 30 and that I must attend summer sessions at the same institution I attended fall and spring terms.
- ☐ I attend a **proprietary institution** of higher education and am **NOT** eligible to receive DC TAG.

## 3) Academic Requirement

- ☐ I am maintaining **satisfactory academic progress**.
- ☐ I am **NOT** maintaining **satisfactory academic progress** and am **NOT** eligible to receive DC TAG.

## 4) Student Loan Requirement

- ☐ I have not **defaulted** on any student loan.
- ☐ I have **defaulted** on a college student loan and am **NOT** eligible to receive DC TAG.
- ☐ I owe a refund on federal student grants and am **NOT** eligible to receive DC TAG.

## 5) Selective Service Requirement

- ☐ I am a male 18 to 25 years old and have registered with the Selective Service.
- ☐ I am a male 18 to 25 years old who has not registered with selective service and am **NOT** eligible to receive DC TAG.

## 6) Citizenship Requirement

- ☐ I am a US citizen or permanent resident of the United States, or I qualify for an eligible citizenship category.
- ☐ I am **NOT** a US citizen or permanent resident of the United States, and I do **NOT** qualify for an eligible citizenship category. I am **NOT** eligible to receive DC TAG.

## 7) Bachelor's Degree

- ☐ I do not have a BA or a BS.
- ☐ I have a BA or a BS and am **NOT** eligible to receive DC TAG.

## 8) Incarceration

- ☐ I am not/will not be incarcerated at the time I receive DC TAG.
- ☐ I will be incarcerated at the time I would receive DC TAG and am **NOT** eligible.

## Does My Dependent or Independent Status Affect My Eligibility?

No. Both dependent and independent students are eligible. However, the tax documents you must provide will vary by your status.

## How Do I Show My Domicile Status, Which Qualifies Me for DC TAG?

**Dependent students** must provide a certified copy of their parent's, legal guardian's or spouse's DC tax return (D40). The D40 Schedule S form must also be submitted to reflect the student's dependent status. Dependent students who must file a DC tax return need to submit a certified copy of their D40 to show that they did not claim themselves as a dependent.

**Independent students** must provide a certified copy of the DC tax return (D40) to verify domicile and independent status.

**Federal form 1040 is NOT proof of domicile status.**

Individuals who are not required to file DC tax returns (such as those who are retired, unemployed, or disabled) should consult the DC TAG office at (202) 727-2824 for instructions on the required documentation to submit.

## How Do I Obtain a Certified Copy of a D40 and Schedule S?

To obtain certified tax returns, visit the DC Office of Tax and Revenue (OTR) Customer Service Center at 941 North Capitol Street, NE, 1st Floor, or call the OTR hotline at (202) 727-4TAX.

**Please Note:** "Processed" tax information is generally available from OTR within two days after a tax filer receives his/her tax refund, or within three to four days after the tax bill was issued.

Since only processed tax information is reviewed to determine an applicant's eligibility, filing taxes late will delay your grant application.

## How Do I Apply for DC TAG?

**Please Note:**

**If you've previously received DC TAG, do NOT fill out this application. A renewal application will be mailed to your home. If you have not received a renewal application by March 28, 2003, please call DC TAG at (202) 727-2824.**

1) **Once you have read the eligibility requirements above, first time applicants should complete the enclosed application.**

2) Refer to the Application Checklist on Page E.



- 3) Type or print clearly in CAPITAL letters in ink. Do NOT use a pencil.
- 4) Complete all sections of the application.
- 5) Sign the Affirmation Statements (pages 5 and 6).
- 6) Submit copies of the supporting documents listed on Application Checklist on Page E.
- 7) Complete the confirmation postcard on the back cover.
- 8) Mail or deliver the completed application (pages 1 through 6) and all supporting documents as soon as possible to:

DC Tuition Assistance Grant Program  
441-4th Street NW, Suite 350 North  
Washington, DC 20001

**Faxed copies or photocopies of the application will not be accepted.** Please try to submit your application early.

**Please be sure to submit all necessary documents and original signatures. If you do not follow these instructions, your application will be delayed. You should also encourage your parents or legal guardians to file their DC income taxes as soon as possible following January 1, 2003.**

## What If My Information Changes?

You must notify DC TAG in writing within 14 business days of any changes regarding the following information:

- Student's address or phone number
- Address or phone number of the person on whom the student is financially dependent
- Name of the higher education institution the student will attend

Failure to submit these changes will delay payment of DC TAG funds to your institution.

## What Happens After I Submit My Application?

- 1) DC TAG will send you a written confirmation that your application has been received.
- 2) If additional information or documentation is needed to determine eligibility, DC TAG will contact you.
- 3) DC TAG will send you an eligibility determination letter once all documentation has been received and the review process is complete.
- 4) If you receive a letter that states you are not eligible, the reasons will be clearly outlined and you will be given information on the appeal process.

## Eligible Students

- 5) If you are determined to be eligible for DC TAG
  - A) YOU MUST SEND A COPY OF THE DC TAG LETTER OF ELIGIBILITY TO THE FINANCIAL AID OFFICE OF THE COLLEGE OR UNIVERSITY YOU WILL ATTEND. Please verify the institution received your letter.
  - B) The college will determine your grant amount based on your current eligibility status.
  - C) The college will invoice the DC TAG office for that amount after the add/drop period for each semester. DC TAG pays the college directly within 30 days of receipt of the invoice.
  - D) **If you attend more than one college during the year, you must contact the DC TAG office immediately.**
  - E) Summer school funding may be possible only if you have grant funds remaining after the fall and spring terms and you attend the same institution as the previous terms. You must also be enrolled at least **half-time** and maintain **satisfactory academic progress**.

## How Can I Find Other Sources of School Financial Aid?

- 1) The Free Application for Federal Student Aid (FAFSA) can be used to apply for federal, state, and institutional grants, work-study, and loans. Apply online at <http://www.fafsa.ed.gov>. Contact a high school counselor, college financial aid office, or call 1 (800) 433-3243 to obtain information on the FAFSA. Users with hearing impairments may call the TTY line at 1 (800) 730-8913.
- 2) Contact the DC State Education Office at (202) 727-6436 to obtain information and an application for the DC Leveraging Educational Assistance Program (DC LEAP).
- 3) Contact any of these agencies to help you prepare for college enrollment, or for financial aid guidance:
  - A) The Educational Opportunity Center  
1233 20th Street, NW, Suite 600  
Washington, DC 20036  
(202) 822-5180
  - B) The Greater Washington College Information Center  
Martin Luther King Jr. Library,  
901 G Street, NW, Room 313  
Washington, DC 20001  
(202) 393-1100
  - C) DC College Access Program (DC CAP)  
DCPS 2003 Seniors should contact their CAP counselors.

# Application Checklist

## BEFORE I MAIL THE DCTAGP APPLICATION DID I REMEMBER EVERYTHING?

- ☐ I am a first-time applicant for this grant.
- ☐ I have read and understood the instructions.
- ☐ I have completed Section I, legibly printed in blue or black ink.
- ☐ I have attached a legible copy of my signed Social Security card.
- ☐ I understand that males 18 years and older must be registered for Selective Service to qualify for DC TAG.
- ☐ I graduated from high school **BEFORE** January 1, 1998, and have attached a legible copy of my spring 2002 semester college transcript.

OR

- ☐ I graduated from high school **AFTER** January 1, 1998, and have attached a legible copy of my high school diploma.

OR

- ☐ I am a 2003 DC Public school senior and do not have to attach a copy of my high school diploma or transcript.
- ☐ I have read the information on the Privacy Act and the DC Certification.
- ☐ I am independent student
  - ☐ I have completed the application's Section I and II.
  - ☐ Have submitted all domicile documentation for the qualifying years.
  - ☐ Have provided a copy of 2 of my current utility bills (within 45 days) that reflects name, address and date.
  - ☐ **Am a citizen of the United States, OR** I am not a citizen of the United States **and** I have submitted a legible copy of my valid permanent resident card.
  - ☐ Have read the "Student Applicant Affirmation Statement" and signed it on page 5.
- ☐ I am dependent student,
  - ☐ And I have completed the application's Section II.
  - ☐ And I have read the "Student Applicant Affirmation Statement" and signed it on page 5.
  - ☐ And my parent or legal guardian or spouse:
    - ☐ Has completed Section II.
    - ☐ Has provided a copy of 2 of his or her utility bills within 45 days that reflects name address and date.
    - ☐ Has provided all domicile documentation for the qualifying years.
    - ☐ **Is a citizen of the United States OR** is NOT a citizen of the United States **and** I have submitted a legible copy of his or her valid permanent resident card, visa, or immigration status card.
    - ☐ Has read the "Parent, Legal Guardian, or Spouse Affirmation Statement" and signed it on page 6.

### Remember:

Faxed copies or photocopies of the application will not be accepted.

Submit your application early.

Submit all necessary documents

Return this checklist with your application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

My ☐ DCPS ☐ DC CAP ☐ EOC counselor, \_\_\_\_\_  
helped me with this application. Name



# 2003-2004 District of Columbia Tuition Assistance Grant Application

# 1

Did you receive a Letter of Eligibility from the District of Columbia Tuition Assistance Grant Program for the 2002-2003 academic year? ☐ Yes ☐ No

If Yes, STOP. DO NOT COMPLETE THIS APPLICATION. COMPLETE A RENEWAL APPLICATION INSTEAD. Contact the DC TAG Office at (202) 727-2824, or toll free at 1 (877) 485-6751, if you have a new mailing address OR have not received a RENEWAL APPLICATION by February 28, 2003.

TYPE OR PRINT CLEARLY USE BLUE OR BLACK INK

## Section I. General Information - To Be Completed by Student

1. Check one: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married ☐ Divorced/Separated

2. Legal name: \_\_\_\_\_  
LAST/FAMILY NAME FIRST NAME MIDDLE INITIAL

3. Social Security Number:    -   -

\* **TO DO!** Attach a legible, signed copy of your Social Security card.

4. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

5. Current permanent home address:

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Length of domicile at this address:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year Month Year

Home Phone: ( ) \_\_\_\_\_ Ward: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

6. College mailing address:

Name of College/University \_\_\_\_\_

Dormitory Name \_\_\_\_\_ Room Number \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Dorm Phone: ( ) \_\_\_\_\_

Email at school: \_\_\_\_\_

7. I have or will receive a high school diploma or a GED on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Year

8. I received my high school diploma or GED from:

School: \_\_\_\_\_ City/State: \_\_\_\_\_

\* **TO DO!**

- ☐ If you graduated from high school or received a GED **BEFORE** January 1, 1998, attach a legible copy of your Spring semester 2002 college transcript.
- ☐ If you graduated from high school or received a GED **AFTER** January 1, 1998, attach a legible copy of your high school transcript, diploma, or GED certificate.

*If you are a 2003 DC public school senior, you do NOT have to submit a copy of either your high school diploma or transcript.*

9. I am a citizen of the United States. ☐ Yes ☐ No

I am not a US citizen, but I am a permanent resident or am in an eligible citizenship category. ☐ Yes ☐ No

**\* TO DO! If you are not a citizen, attach a legible copy of your permanent resident card, visa, or immigration status card.**

10. I am required by law to register for selective service and have done so. ☐ Yes ☐ No\*

11. I have obtained an undergraduate baccalaureate (BS/BA) degree. ☐ Yes\* ☐ No

12. I expect to enter the 2003-2004 school year as a:

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

13. This is my first time in College. ☐ Yes (Skip question 14) ☐ No

14. This is NOT my first time at college. I have attended the following schools, beginning with my current one:

Name of Institution	City/State	Dates of Attendance From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. I expect to be enrolled at least **half-time** for one or more than one of the following term(s):  
(Check all that apply.)

☐ Summer 2003 (beginning AFTER July 1, 2003 ) ☐ Fall 2003

☐ Spring 2004 ☐ Summer 2004 ( BEFORE June 30, 2004)

16. The colleges I am thinking of attending during the 2003-2004 academic year:

Name of college/university:

Location:

#1 Choice: \_\_\_\_\_ City/State: \_\_\_\_\_

#2 Choice: \_\_\_\_\_ City/State: \_\_\_\_\_

#3 Choice: \_\_\_\_\_ City/State: \_\_\_\_\_

17. I got this application from:

☐ Mail ☐ Internet ☐ School ☐ DC CAP ☐ DC TAG Office

☐ Library ☐ Church ☐ Education Opportunity Center (EOC) ☐ Congressional Office

☐ Other \_\_\_\_\_

18. I learned about this program through:

☐ HS Counselor ☐ Teacher ☐ DC CAP ☐ Parent ☐ Church ☐ EOC

☐ Radio ☐ Television ☐ Newspaper ☐ Friend ☐ Metro Ad

☐ Other \_\_\_\_\_

**\*If you check an answer with an asterisk, you are NOT eligible for DC TAG and should not submit this application.**

## 2003-2004 DC TAG — Domicile Information

### Section II. DC Domicile Information

In order to receive the DC Tuition Assistance Grant you must meet the domicile requirements. For dependent students, this means your parent, legal guardian, or spouse must have a present, fixed place of residence in the District of Columbia. Independent students must meet the domicile requirement established for parent, legal guardian, or spouse.

**You will no longer be eligible to participate in DC TAG if your parents (if dependent) or you (if independent) move outside of the District of Columbia.**

#### Who Completes This Section?

For a **dependent student**, the person through whom you establish your domicile, who provides more than 50% of your annual financial support, and who lists you as a dependent on their DC tax return (D40) should fill out this section. This is typically your parent, legal guardian, or spouse.

**Independent students**—those not claimed as dependents on another's tax return—should fill out this section.

The person who completes this section must provide valid proof that he or she established a DC domicile **at least 12 months before the beginning of the applicant's freshman year in college and has consistently remained domiciled in the District of Columbia.**

If you have experienced more than a three-year break in going to college since graduating from high school or getting your GED, or you have never graduated from high school or received your GED or graduated from high school **BEFORE** January 1, 1998, the person who completes this section must provide proof that he or she has been domiciled in the District of Columbia for the last 5 years.

#### PLEASE READ AND ANSWER THE FOLLOWING QUESTIONS CAREFULLY.

Parents, legal guardians, spouses, or other persons who currently provide **substantial annual financial support** (over 50%) for the applicants, begin with **question 19**.

Independent students responsible for more than 50% of their own annual living costs and not claimed as an exemption on another individual's tax return, begin with **question 21**.

19. Name of parent, legal guardian, or spouse: \_\_\_\_\_  
LAST/FAMILY NAME FIRST NAME MIDDLE INITIAL
- Social Security Number:    -
- Marital Status: ☐ Single ☐ Married ☐ Divorced/Separated Relationship to applicant: \_\_\_\_\_
- Current address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP
- Length of residence at this address: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ WARD \_\_\_\_  
month day year month day year
- Home phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_ - \_\_\_\_\_
- Email: \_\_\_\_\_
20. Are you a citizen of the United States? ☐ Yes ☐ No  
 If "no", are you a permanent resident? ☐ Yes ☐ No

**\* TO DO! If you are not a citizen, attach a legible copy of your permanent resident card, visa, or immigration status card.**

21. List all residences for the last 5 years.

Address (Street address, city, state):

Dates: From:

To:

_____	____/____/____	____/____/____
	<small>month year</small>	<small>month year</small>
_____	____/____/____	____/____/____
	<small>month year</small>	<small>month year</small>
_____	____/____/____	____/____/____
	<small>month year</small>	<small>month year</small>
_____	____/____/____	____/____/____
	<small>month year</small>	<small>month year</small>
_____	____/____/____	____/____/____
	<small>month year</small>	<small>month year</small>

**\* TO DO! Attach two current utility bills that reflect the name and address of the person completing this section. Each bill must have a billing date posted within 45 days of the application mailing date. Call the DC TAG office at (202) 727-2824 for instructions on the required support documents in the absence of utility bills.**

22. Do you rent, lease, or own living quarters in DC? ☐ Yes ☐ No

23. Are you currently registered to vote? ☐ Yes ☐ No

If yes, in what state are you registered to vote? \_\_\_\_\_

24. Do you have a valid driver's license? ☐ Yes ☐ No

If yes, provide the following: Driver license number: \_\_\_\_\_

State of issuance: \_\_\_\_\_ Date issued: \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year Date of expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

25. Do you currently own any motor vehicles that are registered in the District of Columbia? ☐ Yes ☐ No

Do you currently own any motor vehicles that are registered in another state other than the District of Columbia?

☐ Yes ☐ No

If "yes", in what state is it registered? \_\_\_\_\_

26. What state did you file your state income taxes in for the last 5 years? If you are a parent, legal guardian, or spouse mark the DEP box for every year the student was claimed as a dependent of your D40.

Year	State	DEP
1998	_____	<input type="checkbox"/>
1999	_____	<input type="checkbox"/>
2000	_____	<input type="checkbox"/>
2001	_____	<input type="checkbox"/>
2002	_____	<input type="checkbox"/>

a. If you did not file a D40 at all in any of the years above, explain why you did not file.

b. If you did not claim the applicant as a dependent in any of the years above, explain why:

---



---



---



---



---



---

**TO DO!** If you are NOT required to file DC taxes (for example, you are on public assistance, unemployed, retired, or disabled), you must submit proof that you were domiciled in the District of Columbia at least 12 months before the beginning of the applicant's freshman year in college. Acceptable documents include agency letters reflecting receipt of public assistance, TANF, Social Security, and/or disability benefits.

If the applicant has been out of college for more than 3 years since graduating from high school or receiving a GED, or the applicant never graduated from high school or received a GED or graduated from high school before 1998, you should submit proof that you were domiciled in the District for the last 5 years. If you have any questions, please contact the DCTAG office at 202 -727-2824.

If the applicant attended college within 3 years of graduating from high school or receiving a GED and has never been out of college for more than 3 years, you must send in returns for all years since one year before the start of the freshman year in college. If the applicant has been out of college for more than 3 years since high school graduation or receiving a GED, or never received a high school diploma or GED, you should provide us with certified copies of all your DC tax returns since 1998 (1998-2002).

You can obtain certified copies of your DC tax returns from the DC Office of Tax and Revenue (OTR) located at 941 North Capitol Street NE. OTR can be reached by phone at (202) 727-4TAX.

**SECTION III. Affirmation Statements**

All applicants **MUST** sign the bottom of this page even if they have not or will not be required to file a D40.

I do hereby affirm the following:

- (1) I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia;
- (2) I have not received my first undergraduate baccalaureate degree;
- (3) I am not now in default on any loan made or guaranteed under Title IV of the Higher Education Act of 1965, and do not owe a refund on funds previously received under such Title;
- (4) if I am a male 18-25 years of age, I have registered with the Selective Service (unless I am excluded by law from registering);
- (5) all information provided on this form, and attachments thereto, is accurate, complete and true to the best of my knowledge;
- (6) I understand that knowingly providing false information may disqualify me from consideration for the District of Columbia Tuition Assistance Grant and will make me subject to criminal and other penalties in accordance with Federal and District of Columbia laws.

- ☐ I am a dependent student and I have attached a certified copy of my parent's, legal guardian's, or spouse's D40 (DC tax return) and a Schedule S for all qualifying years.
- ☐ I am a dependent student and my parent, legal guardian, or spouse is not required to file a D40 (DC tax return). We have attached agency letters reflecting receipt of public assistance, TANF, Social Security, and/or disability benefits.
- ☐ I am an independent student and I have attached a certified copy of my D40 (DC tax return).
- ☐ I am an independent student but do not have to file a D40 (DC tax return) and have attached agency letters reflecting receipt of public assistance, TANF, Social Security, and/or disability benefits.

**Applicant's Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

**Parent, Legal Guardian, or Spouse Affirmation**

The parent, legal guardian, or spouse **MUST** sign the bottom of this page even if they have not or will not be required to file a DC tax return.

I do hereby affirm that the domicile of the student applicant may be established through me because:

- (1) I am the applicant's parent, legal guardian, spouse, or other person that provides more than 50% of the student's financial support and
- (2) I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia.

I also do hereby affirm that the information provided is accurate, complete, and true to the best of my knowledge, and that I understand that knowingly providing false information will make me subject to criminal and other penalties in accordance with Federal and District of Columbia laws.

- ☐ I am a parent, legal guardian, or spouse of a dependent student and I have attached a certified copy of my D40 (DC tax return) and a Schedule S that reflects the DC TAG applicant as my dependent for all qualifying years.
- ☐ I am a parent, legal guardian, or spouse of a dependent student and I am not required to file a D40 (DC tax return). I have attached agency letters reflecting receipt of public assistance, TANF, Social Security, and/or disability benefits.
- ☐ I have filed or intend to file my DC taxes on \_\_\_\_\_

**Parent's/Legal Guardian's/Spouse's Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

(Parent, legal guardian, or spouse whose information is provided in Section II, #18)



# ELIGIBLE INSTITUTIONS

## **ALL PUBLIC COLLEGES & UNIVERSITIES NATIONWIDE**

are eligible for the DC Tuition Assistance Grant Program.

## **ALL PRIVATE HISTORICALLY BLACK COLLEGES AND UNIVERSITIES IN THE UNITED STATES**

are eligible for the DC Tuition Assistance Grant Program.

## **PRIVATE COLLEGES IN THE DC METROPOLITAN AREA**

are eligible for the DC Tuition Assistance Grant Program.

For a complete list of the over 2,500 public and the  
125 private colleges and universities that are  
eligible for our program, please go to our website at:

[www.tuitiongrant.washingtondc.gov](http://www.tuitiongrant.washingtondc.gov)

**or call us at: (202) 727-2824**

**toll-free: 1 (877) 485-6751**

**TTY for the hearing impaired: (202) 727-1675**

**THE DC TUITION ASSISTANCE GRANT PROGRAM  
HAS RECEIVED YOUR APPLICATION AND IS  
REVIEWING IT TO DETERMINE YOUR ELIGIBILITY  
FOR THE UPCOMING ACADEMIC YEAR.**

**WE WILL NOTIFY YOU WITHIN 30 BUSINESS  
DAYS OF THE RESULTS OF OUR REVIEW.**

**THANK YOU FOR APPLYING FOR DC TAG.**

# *You're Going To College!*

The DC Tuition Assistance Grant Program can help you get there.



## **Government of the District of Columbia**

Anthony A. Williams, Mayor

DC State Education Office  
District of Columbia Tuition Assistance Grant Program  
441 4th Street NW, Room 350 North  
Washington, DC 20001

---

---

---

---